

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Career Education

**Improving the Quality of Child Care and Education
Competitive Grant Award Program
Request for Proposals
July 1, 2004 - June 30, 2005**

RFP: Improving the Quality of Child Care and Education Grant Award Program

ID CODE: 60.420 FACS/CDA/05

**ELIGIBLE
ENTITIES:**

Missouri public area career schools and colleges currently operating or seeking to operate a Department-approved occupational preparatory career education program in child care and education.

Goal: To expand and enhance the quality of child care and education preparation programs in Missouri by: 1) providing opportunities for postsecondary institutions with associate degree programs and area career-technical schools working with sending schools to offer child care and education preparation programs that would allow participants the opportunity to seek a nationally recognized credential, the Child Development Associate (CDA); and 2) offer individuals a variety of opportunities for entering a seamless career path in child care and education.

Rationale: The Governor's Commission on Early Childhood Care and Education in the report "***In the Interest of Minds: the Power of Early Childhood Care and Education***," December, 1997, made recommendations regarding the preparation of individuals who provide the care and education of children. The recommendations are based on research showing there is a relationship between the level of quality of child care and education and the success of children as they move through the educational system to become productive members of society and the workforce. This relationship has been recognized with the new requirements of the Head Start Act (Amended October 27, 1998). Child care and education has been named as one of the areas of high demand for employment and it is crucial these individuals are properly prepared. The Department of Social Services has contracted with the Department of Elementary and Secondary Education to administer Child Care Development funds to offer students the opportunity for CDA certification. This may be done either through the initiation of new programs or the improvement of existing occupational preparatory career education programs in child care and education.

AMOUNT: The amount of the award will not exceed \$50,000 per applicant.

**APPLICATION
GUIDELINES:**

The "Quality Improvement Grant Award Program" provides funding for improving and expanding department approved career family and consumer sciences child care and education programs at the secondary, postsecondary, and adult level. School districts may submit one proposal per district.

USE OF FUNDS: Funds may be used for:

A. Professional Development: (Recommended Guideline--5% of total grant dollars)

- to obtain CDA Advisor training for the instructor;
- to obtain continuing education needed by the CDA Advisor; and
- to obtain information regarding establishing an accredited

program.

B. Curriculum Development:

- to develop and/or implement a curriculum based on the functional areas of CDA, and
- to develop an articulated curriculum which leads to a seamless career path for child care providers.
- To obtain curriculum resources that assist in the development and implementation of child care and education curriculum.

C. Student Scholarships:

- to provide for the assessment fee, cost of the application packet and mailing, and
- to provide for cost of college credit that is directly related to the CDA and to a degree in child care and education.

D. District/Institutional Costs:

- to provide for reimbursement to the instructor for time beyond the instructional day which includes but is not limited to observing and assisting students with documentation of CDA competencies (i.e. the professional resource file, observation instrument);
- to provide travel money for observing CDA students in the child care setting; and
- to provide for additional professional staff who are DESE approved for the program (i.e. teachers, classroom aide and teacher assistant).

**WRITING
GUIDELINES:**

Grant proposals shall include:

- A. A description of the need to modify, improve, or establish a new program which includes the opportunity for participants to seek a nationally recognized credential, the Child Development Associate (CDA).
- B. A description as to how the child care and education program will implement the formal education requirements of 120 clock hours in the functional areas of the CDA. (*Note: must have 120 clock hours in 8 areas with no fewer than 10 hours in each of the identified areas*).
- C. A description as to how the students will be assisted in preparing for the CDA assessment.
- D. A description of the use of funds including:
 - the total amount of grant funds being requested from the department; and
 - a description of the in-kind contributions made by the applicant.

Suggested guideline for funding include:

1. 40% student scholarships;
3. 41% total salaries;
4. 05% professional development; and
5. 14% curriculum, travel & observation, marketing.

E. A description of a local evaluation system that will determine whether the improvements implemented through the use of the grant funds resulted in improving the quality of child care and education career preparation. Measures of success shall include:

- the number of individuals receiving a CDA;
- instructor(s) obtaining CDA Advisor status;
- professional development activities of the instructor(s) that are related to early childhood care and education;
- the number of students employed in positions requiring the CDA as condition of employment;
- the number of students obtaining the CDA who are employed at a higher rate of pay in a child care and education setting; and
- the number of students continuing their education in child care and education.

F. A description of articulation agreements made or progress made toward an agreement that will provide expanded career development opportunities for students in child care and education.

**MINIMUM
REQUIREMENTS:**

Proposals shall include, but not be limited to:

A. An application (proposal cover sheet), which contains:

- the name and address of the institution and school or community college district, and the LEA's county/district code number;
- the title "Improving the Quality of Child Care and Education Competitive Grant Award Program" proposal;
- the RFP ID code number...60.420FACS/CDA/05; and
- the name, title, address, e-mail address, fax and telephone number(s) of the project contact person.

B. A statement of assurance, signed by the chief administrator of the local education agency (LEA), that funds will be used to implement programs that allow participants to seek nationally recognized credentials such as the Child Development Associate (CDA).

C. An itemized budget on an "Application for Authorization of Career Education Expenditures," form (FV-4), signed by the chief administrator of the district. Please submit two (2) copies per instructions for the FV-4 form. FV-4 and FV-2 forms are available through the Department's home page (Division of Career Education—Forms)

<http://www.dese.mo.gov/divcareered/grants.htm#facs>

DELIVERABLES: A **Progress Report** no later than **December 1, 2004**, regarding a description of projects accomplishments to date, including number of students actively seeking CDA.

A final "**Reimbursement Request** for Approved Career Education Expenditures" (FV-2) form no later than **May 16, 2005**, accompanied by 1) outside vendor invoices and check numbers; 2) copies of canceled checks used to reimburse teachers for curriculum development/modification, observations, activities that extend beyond the instructional day and travel; and 3) copies of canceled checks for student scholarships. An FV-2 may be submitted semi-annually and/or annually.

At the end of the fiscal year, no later than **June 30, 2005**, approved grant recipients must forward the following to the Department of Elementary and Secondary Education:

1. A report, which provides a description of the projects accomplishments in assisting students to voluntarily obtain the CDA.
2. An evaluation report which includes information on the measures of success as described under Section E in the grant proposal (e.g. the number of individuals applying for the CDA, the number of individuals receiving a CDA, the progress of the instructor in achieving CDA Advising credentials, the number of students obtaining employment in child care and education and the number of students continuing their education in child care and education or a related area.)
3. A description and/or copy of the articulation agreements directly related to child care and education.

A **follow-up status report** based on the measures of success as listed in Section E of the grant proposal to be delivered on or before **June 30, 2006**.

**APPLICATION
DEADLINE:**

TWO (2) complete copies of the proposal with signed copies of the FV-4 are due on or before **Monday, March 31, 2004**.

SEND TO:

Cynthia K. Arendt, Ph.D., Director
Family and Consumer Sciences Education
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, MO 65102-0480

Phone: 573/751-2644
E-mail: Cynthia.Arendt@dese.mo.gov

**Improving the Quality of Child Care and Education
Competitive Grant Award Program
RFP: 60.420 FACS/CDA/04**

Name of Institution
submitting proposal:

Organization
Administrative Director:

Project Contact Person:
Information including
Address, telephone number,
Fax number, and e-mail.

Statement of Assurance

(Name of Institution)

assures that the funds sought in this proposal will be used solely to implement the CDA Competency-Based Specialized Training Program. Participants who successfully complete the training program will be eligible to apply to The Council for Professional Recognition to receive the Child Development Associate Credential (CDA).

Institution's Chief Administrator

Date